



**Board of Health Meeting Minutes
January 16, 2025**

The January 16th, 2025, regular Board of Health meeting was held in person in the large meeting room at the county office building, 639 South Dunbridge Road.

Board Members Present: Sonja Apple-Chamberlain, Kim Hertzfeld, Bob Midden, Sue Yoder, Tom Milbrodt, Cathy Nelson, Richard Strow, Nilgun Sezginis and Dallas Ziegler.

Staff Present and Introductions: Tina Cox, Rick Nelson, Benjamin Robison, Lindsey Ruivivar, Amy Jones, Pat Snyder, Lexie Jacobs and Rachel Aeschliman. Introduction of Health Education Specialist in the Nutrition division, Safa Ibrahim.

Nilgun Sezginis, president of the Board of Health, called the meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

O & M presentation to the board by Madeline Dyer.

Regular Approvals

- I. Cathy Nelson motioned to approve the November 14, 2024, regular Board of Health meeting minutes, seconded by Richard Strow. A voice vote was taken. Ayes – 7; Abstentions: Sonja Apple-Chamberlain and Bob Midden. *Motion passed*
- II. Bob Midden motioned to approve the December 12, 2024, Board of Health meeting minutes, seconded by Tom Milbrodt. A voice vote was taken. Ayes – 7; Abstentions: Nilgun Sezginis and Kim Hertzfeld abstaining. *Motion passed*
- III. Bob Midden motioned to approve the December 31, 2024, Board of Health meeting minutes, seconded by Sonja Apple-Chamberlain. A voice vote was taken. Ayes – 7; Abstentions: Kim Hertzfeld and Sue Yoder. *Motion passed*

Consent Agenda Approvals

- I. Tom Milbrodt motioned to approve consent agenda items, seconded by Bob Midden:
 - a. December Warrants
 - b. December budget and fund report
 - c. Change Andrea Seiling's title and pay grade (from 7 to 9) upon advancement to Registered Environmental Health Specialist and update the organizational chart when Andrea has met all criteria for REHS advancement.
 - d. Appointment of Ryan Hartson to the full-time classified Environmental Health Specialist in training position and update the organizational chart; he will be paid at grade 7, step 2 and serve the standard probationary period.
 - e. Accept the resignation of Shaneka Morales, Intermittent Medical Assistant, effective 01/22/2025.

A roll call vote was taken.

Motion passed

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

PROGRAM – Dallas Ziegler, Chair (15 minutes)

PRG-01-01-2025 Motion to grant a Home Sewage Treatment system variance for 14445 Hammansburg Road, Henry Township

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 14445 Hammansburg Road, Henry Township. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner due to site limitations, including the location of well and lot size at the property. These limitations prevent the length along contour to be maintained according to code.

Bob Midden seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions - 0

Motion passed

PRG-02-01-2025 Motion to grant a Home Sewage Treatment system variance for 5635 Wagoner Road, Lake Township

Dallas Ziegler motioned to grant a Home Sewage Treatment System variance for 5635 Wagoner Road, Lake Township. The variance is permitted by the Ohio Department of Health Home Sewage Treatment System Rules, Ohio Administrative Code 3701-29. The variance request was made by the homeowner due to site limitations including location of well, large trees and lot size at the property. These limitations prevent the length along contour to be maintained according to code.

Richard Strow seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions - 0

Motion passed

PRG-03-01-2025 Motion to adopt the Wood County Health Department resolution to approve the requirement to cease use or embargo food for Environmental Health Specialists

Dallas Ziegler motioned to approve the updated resolution to reflect staff changes and regulation updates.

Sue Yoder seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions - 0

Motion passed

PERSONNEL – Dallas Ziegler, Chair (15 minutes)

PER-01-01-2025 Motion to create an Administrative Assistant Position

Dallas Ziegler motioned to create an Administrative Assistant Position. The position will be paid at grade 3 and report to the Finance Director.

Sue Yoder seconded the motion. Rick Nelson explained that this individual would be a centralized purchasing agent, assist in AR and AP, and be a backup in vital stats. Currently, the Administrative Assistant position is shared between the Health Center and Finance.

A voice vote was taken. Ayes – 9; Nays – 0; Abstentions - 0

Motion passed

FINANCE – Richard Strow, Chair (30 minutes)

- First reading by title only of 2025 proposed fees for Public Swimming Pool/Special Use Pool/Spa Program was read by Richard Strow.
- First reading by title only of 2025 proposed fees for Body Art Program was read by Richard Strow.
- First reading by title only of 2025 proposed fees for Campground Program was read by Richard Strow.
- First reading by title only of 2025 proposed fees for Bathing Beach Program was read by Richard Strow.

FIN-01-01-2025**Motion to enter into an agreement with Victoria Smith to create and develop infectious disease prevention materials**

Richard Strow motioned to enter into an agreement with Victoria Smith, MPH to develop and provide infectious disease prevention and health education materials like handouts, infographics, and data visuals to use across various healthcare settings, non-healthcare settings, and for the public with the aim to reduce the spread of infectious diseases, including COVID-19. The agreement will use EO grant funds as approved in the grant budget for the amount of \$150.00 per event and up to 300 events for a maximum amount of compensation up to \$45,000.00. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

FIN-02-01-2025**Motion to enter into an agreement, in partnership with Wood County Hospital and Mercy Health Perrysburg Hospital, with Moxley Public Health, to conduct the Wood County CHA and CHIP**

Richard Strow motioned to enter into an agreement, in partnership with Wood County Hospital and Mercy Health Perrysburg Hospital, with Moxley Public Health to conduct the Wood County Community Health Assessment and the Community Health Improvement Plan, pending the Prosecutor's Office and partner approval. Moxley will lead partner meetings, conduct key informant and conduct community interviews. The total cost for the agreement is \$50,000.00. Both hospitals will contribute \$16,667.00 each, and WCHD's portion is \$16,666.00, paid out of the General fund. Work is expected to begin by February, the CHA will be completed by July, and the CHIP will be completed by December. Sonja Apple-Chamberlain seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

FIN-03-01-2025**Motion to adopt the Wood County Health Department Private Water System Program 2025 Sampling Fee Schedule by emergency measure**

Richard Strow motioned to adopt the 2025 Wood County Health Department Private Water System Program Sampling Fee schedule by emergency measure in accordance with Ohio Revised Code Sections 3709.09. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

FIN-04-01-2025**Motion to enter into a psychiatric service agreement for Wood County Community Health Center (WCCHC) to provide Children's Resource Center (CRC) with a collaborating physician**

Richard Strow motioned to approve entering into a psychiatric service agreement. WCCHC's psychiatrist will serve up to four hours monthly as the collaborating physician for Children's Resource Center's Psychiatric Advanced Practice Nurse Practitioner. CRC shall pay WCCHC at a rate of \$170.00 per hour, not to exceed \$4,080.00 for the Agreement period. The initial term is effective January through June 2025. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

FIN-05-01-2025**Motion to enter into an agreement with GBS Computer Solutions for NextGen Maintenance and technical support**

Richard Strow motioned to enter into an agreement with GBS which will provide Wood County Community Health Center (WCCHC) with maintenance and technical support for NextGen electronic health record software. GBS will assume WCCHC's existing NextGen Annual Maintenance (\$2,493.21 billed monthly) and Annual Subscriptions (\$2,330.00 billed annually and \$854.00 billed monthly). The initial term of this agreement is thirty-six months. The Prosecutor's Office issued a risk letter for this contract. Cathy Nelson seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

FIN-06-01-2025

Motion to contract with Independent Contractor Larry Herbert for Communications and Graphic Design Services

Richard Strow motioned to contract with Independent Contractor Larry Herbert for Communications and Graphic Design Services through July 31, 2025, in support of infectious disease mitigation activities, pending Prosecutor's approval as to form. The agreement will use EO grant funds as approved in the grant budget for the amount of \$150.00 per event; for a maximum of 250 events and a total amount of compensation up to \$37,500.00. Dallas Ziegler seconded the motion. A roll call vote was taken with no abstentions.

Motion passed

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

Community

CMY-01-01-2025

Motion to commemorate the life and contributions of Ned Baker

Richard Strow motioned to commemorate the life and contributions of Dr. Ned E. Baker, who passed away on January 4, 2025. Dr. Baker made significant contributions to public health, and the Board would like to acknowledge the following:

- Dr. Baker was a founding member of the National Association of Local Boards of Health (NALBOH), as well as its first executive director;
- His dedication to public health earned him the prestigious Hageman Award, named in honor of Rev. Everett Hageman, another founding member of NALBOH, which recognizes outstanding contributions to the health and well-being of communities;
- He was appointed as a Kentucky Colonel in 2009 by the Governor of Kentucky for his support in forming a state association of boards of health in Kentucky;
- He received an Honorary Doctor of Public Health Degree from the College of Health & Human Services at Bowling Green State University in December 2009;
- He was named one of the 100 outstanding Bowling Green State University Alumni on the 100th anniversary of the founding of BGSU;
- The Ned E. Baker Lecture in Public Health, established in 1999 to honor Dr. Baker's many contributions to the field of Public Health, has provided continuing education to thousands of public health professionals and equipped them to better serve their communities.

The Wood County Board of Health extends our condolences to his family and joins the broader community in mourning the passing of Dr. Baker.

Cathy Nelson seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions - 0

Motion passed

Updates and Reports

I. Director Updates

- a. CEO Lindsey Ruivivar provided the Community Health Center report highlighting and commending all health center staff for making it possible to surpass inpatient goals and total encounters in 2024.
- b. Richard Strow commented on the restaurant violations report. After discussion, the Environmental Director will follow up with the board about history of reinspection results with those restaurants in question. The enforcement process and policy review have already been discussed as needed. The Health Commissioner will follow up further with the board when this is ready.
- c. Assistant Director of Health Promotion and Prepared Rachel Aeschliman informed the board:
 - i. Pertussis cases are on a downward trend. Reminder: Pertussis is spreadable the entire year here in Ohio.
 - ii. Bird flu is being nationally monitored —2024 WC has had zero cases.
 - iii. Norovirus – cases going upward nationally with outbreaks have been more than doubled this season; key points – increase is generally seen during the winter; no

antibiotics to treat as it is viral; highly contagious; Hand Sanitizer does not work against this virus; handwashing is best.

II. Health Commissioner Report

- a. Building Renovation Update –
 - i. We have not received an official date yet, but we are looking at early February. The phases will last two months apart, and the total project completion is in September.
- b. Strategic Planning
 - i. Reminder the joint board meeting on Saturday, starting at 9a – noon

PRG-04-01-2025

Resolution to acknowledge that *Amendment 2025-1 to the Bylaws of the Wood County Combined General Health District Board of Health: Section 5. Quorum* has been submitted in writing to the Board of Health

Proposed Revision:

A majority of the members of the Board, or committee if appropriate, shall constitute a quorum. *See R.C. 3709.02(E)*. As permitted by law, a Board member must be present in person or virtually at a meeting open to the public to vote at the meeting and for purposes of determining whether a quorum exists at the meeting. *See R.C. 121.22(C)*. Except for amending these bylaws and the approval of meeting minutes, all action of the Board must be approved a majority of the Board. Approval of meeting minutes requires approval by a majority of the members present at the meeting for which the minutes were prepared.

Bob motioned to acknowledge that this proposed revision had been provided in writing. Tom Milbrodt seconded the motion. A voice vote was taken. Tom Milbrodt seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions – 0

- c. Ben presented the Q12 Survey results to the board.

Executive Session:

At 7:06 pm Sue Yoder motioned to go into executive session for the purpose of discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing or to discuss matters required to be kept confidential by federal law or regulations or state statutes. Ben Robison, Amy Jones, Rick Nelson and Dan Powell were invited into the executive session. Bob Midden seconded this motion. A roll call vote was taken with no abstentions.
Motion passed

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

Regular Session:

Cathy Nelson motioned to return to regular session at 8:14 p.m., seconded by Bob Midden. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions – 0.
Motion passed

Regular session resumed with the following resolutions:

FIN-07-01-2025

Resolution to update the employment contract with Dr. John Coates to remove public health medical director responsibilities

Richard Strow motioned to update the employment contract with Dr. John Coates to remove the public health medical director responsibilities, pending the Prosecutor's approval. This update will retain his responsibilities as the Chief Medical Officer and a provider for the Community Health Center. This update will not result in a reduction in compensation. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions.

Motion passed

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

FIN-08-01-2025

Resolution to contract with the Public Health Services Council of Ohio (PHSCO) for public health medical director support

Richard Strow motioned to contract with the Public Health Services Council of Ohio (PHSCO) for public health medical director support, pending Prosecutor's approval. The initial term of this agreement shall be for 1 year, and the total value of this contract shall not exceed \$25,000. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

PER-02-01-2025

Resolution to create an intermittent Medical Director position

Cathy Nelson motioned to create an intermittent Medical Director position. This position shall be responsible for public health medical director duties of the agency. Compensation shall be commensurate with experience. Tom Milbrodt seconded the motion. A voice vote was taken. Ayes – 9; Nays – 0; Abstentions – 0. *Motion passed*

PER-03-01-2025

Resolution to approve step increases for eligible staff

Cathy Nelson motioned to approve step increases for eligible staff. This increase shall apply to all compensated hours on or after January 1, 2025. The total investment for step increases is estimated to be \$70,000. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

PER-04-01-2025

Resolution to approve a cost-of-living adjustment (COLA)

Richard Strow motioned to approve a 3.5% cost-of-living adjustment (COLA) to employee wages. This adjustment will apply to the following:

- I. The agency's standard pay scale;
- II. The rate of pay of employees paid a grade-and-step-rate on the standard pay scale;
- III. The rate of pay of contracted employees whose contracts allow for a COLA.

The total agency investment for this COLA is estimated to be \$180,000.00. Bob Midden seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain Y Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis Y Strow Y Ziegler Y Yoder Y

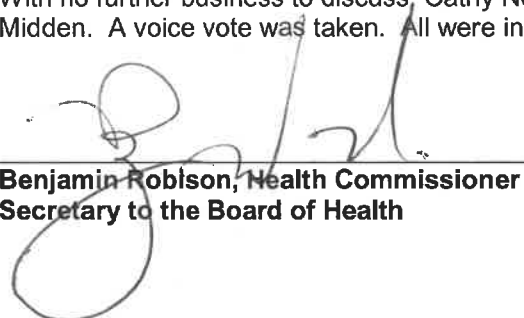
PER-05-01-2025

Resolution to approve a cost-of-living adjustment (COLA)

Bob Midden motioned to approve a 3.5% cost-of-living adjustment (COLA) to the salary of non-contract, full-time employees. Tom Milbrodt seconded the motion. A roll call vote was taken with no abstentions. *Motion passed*

Apple-Chamberlain N Hertzfeld Y Midden Y Milbrodt Y Nelson Y Sezginis N Strow Y Ziegler Y Yoder Y

With no further business to discuss, Cathy Nelson motioned to adjourn at 8:21 p.m., seconded by Bob Midden. A voice vote was taken. All were in favor. *Meeting adjourned*


Benjamin Robison, Health Commissioner
Secretary to the Board of Health

2/13/25
Date